



## Millbank Academy

### Nursery Admissions Policy and Funding Handbook

2019/20

#### EYFS Rationale

We believe the Early Years Foundation Stage should be a time to combine formalised teaching with structured play, and this through play we discover the excitement of learning, the rewards of achievement and acquire our life skills. Our early years settings with their bright, busy and well-planned environments encourage the children in the development of skills, attitudes and understanding that will help them to reach their potential and become confident, active members of our school community.

It is through this process combined with carefully planned activities, children will work towards, achieve and in some cases exceed the Early Learning Goals.

#### The Nursery

At Millbank Academy, we have a full time Nursery class. A qualified class teacher, nursery nurse and additional support staff run our Nursery. The Nursery is by far our most important cohort. It affords children a comprehensive Early Years Foundation Stage education within both the free flowing classroom and our outdoor learning environment.

The Nursery core day runs from 8:55am-3.15pm for 38 weeks per year, Monday to Friday. **Full time attendance is compulsory.**

Children start our Nursery class the September following their third birthday. In the July before they are due to begin children, parents and carers will be invited to three transition sessions. This will be a combination of play sessions so your child can familiarise themselves with our environment and an information session for parents about our program and school. A home visit from our staff will also be scheduled for the first week in September.

For further practical details about our Nursery, please enquire at our school office and supplementary information will be distributed upon application.

#### Nursery Funding

Funding for EYFS provision nationally has changed significantly. In order to sustain our own provision, the school plans to introduce an updated admissions and financial model from November 2018.

The Nursery will offer 26 full time places. **Full time attendance will be compulsory.**

All 26 places are entitled to 15 free hours per week for 38 weeks per year, funded by the Government via the Local Authority. Our Nursery is open for 31.65 hours each week for 38 weeks per year.

At Millbank Academy, we have agreed to safeguard 'Fully Funded Places' - free places for children who meet our admissions criteria. The remaining places will be 'Part Funded' – meaning that funding for the

remaining hours over and above the 15-hour free entitlement will need to be secured. Further details on these funding options is available below.

Our fees will be set at a competitive rate when compared with other local providers.

## **NURSERY ADMISSIONS PROCESS**

All parents/carers wishing to apply for a Nursery place must complete a nursery application form. These can be collected from the school office.

Nursery places are allocated by the school. **The final decision regarding the allocation of all places rests with the Headteacher.**

### **Nursery Admissions Criteria**

From September 2019, in the case of more applications than places available, Millbank Academy will welcome new pupils into our Nursery in accordance with the following 'oversubscription' admissions criteria:

- A. Looked after children and children who were formerly looked after (previously looked after children who have left care under an adoption order, residency order or special guardianship).
- B. Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why the admission to the primary is necessary.
- C. Siblings of students currently attending the Academy (not including the nursery) who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The Academy reserves the right to ask for proof of relationship.
- D. Admission of children who live closest to the Academy, as measured by the shortest walking route. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.
- E. Tie-breaker: first of all criterion 'd' will be used as a tie-break if necessary in categories 'b' and 'c' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

**It is important to note that acceptance into our Nursery class does not guarantee a child a place in our Reception class or further up the school. Parents of children attending the nursery class at a school must reapply for a Reception class place. There is no automatic transfer from the nursery class to the Reception class. All applications for Reception must be made through the Local Authority.**

## **NURSERY FUNDING OPTIONS**

All 26 Nursery places are entitled to 15 free hours per week for 38 weeks per year, funded by the Government via the Local Authority.

Our Nursery is open for 31.65 hours each week for 38 weeks per year.

### **Part Funded Places**

Our 'Part Funded' places offer 15 hours' free nursery education. Funding for the remaining hours over and above the 15-hour free entitlement will need to be secured via either Option A or Option B.

#### **Part Funded Place (Option A) - '30 hours' free childcare**

### **Option A**

A family may be eligible for 30 hours' free nursery education if they meet the following criteria:

- The child is aged 3 or 4 while in the Nursery class;
- Both parents are working- or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage;
- Each parent has an annual income of less than £100,000;
- Parents are seeking the free childcare to enable them to work;
- One or both parents are on maternity, paternity, shared parental or adoption leave or on statutory sick leave;
- One parent meets the income criteria and the other is unable to work because they are disabled or have been assessed as having limited capability to work;
- Where the parent is in a 'start-up period' (no need to meet the income criteria for 12 months);
- Both parents and child live in England;
- If a non-EEA national, the parent has recourse to public funds.

In this instance, the parent are asked to spend the entirety of the 30-hour allocation with Millbank Academy.

Parents can check eligibility and apply via the following website:

<https://www.gov.uk/apply-30-hours-free-childcare>

For further information:

<https://fisd.westminster.gov.uk/kb5/westminster/fis/advice.page?id=GrLmndI3-1g>

<https://www.childcarechoices.gov.uk/>

A voucher needs to be applied for prior to the start of each term and the voucher code given to the School Office along with the parents/carers' date of birth and National Insurance number. To keep your 30 hours free childcare place you need to check your details are up to date every 3 months.

If a parent loses eligibility whilst their child is registered at our Nursery, they will receive a short 'grace period' to enable them to maintain their childcare arrangements for a period of time. Once the grace period has lapsed, parents will need to pay for the additional 15 hours via Option C below.

Parents and carers can also purchase a hot school lunch for their child at the cost of **£2.10** per day or provide a healthy packed lunch.

### **Part Funded Place (Option B)- Fee paying**

## **Option B**

If a family is not eligible for '30 hours' free childcare' (or Option C) then they will be charged as per the payment structure below which equates to a weekly fee of **£50** to pay for the additional 16.65 hours per week to top up to a full time Nursery place.

The yearly payment structure for 2019-2020 will be as below:

<b>Term 1- approx. 6 weeks</b> £300	<b>Term 2- 8 weeks</b> £400
<b>Term 3- 6 weeks</b> £300	<b>Term 4- 6 weeks</b> £300
<b>Term 5- 5 weeks</b> £250	<b>Term 6- 7 weeks</b> £350

This charge will be kept under review and will remain at a competitive rate when compared with other local providers.

Payment will be made through ParentPay. Payments should be made in advance. If accounts exceed four weeks of payment, the Headteacher will arrange a meeting and your place maybe forfeited.

Parents and carers can also purchase a hot school lunch for their child at the cost of **£2.10** per day or provide a healthy packed lunch.

## Fully Funded Places (Option C)

Millbank Academy will offer 'Fully Funded Places' for children who meet our Nursery Admissions criteria. You may be entitled to one of these places if you fulfil the criteria listed under C1 or C2 below or if your child falls into our 'Vulnerable Children and Families' criteria (C3).

These places are part funded by the Government via the Local Authority (15 hours) and part funded by the school (16.65 hours).

### Option C1

A fully funded place is available to children:

- With a current Education Health and Care plan;
- Who are looked after by the Local Authority.

### Option C2

A fully funded place is available to children of parents who are entitled to one or more of the following:

- Income Support;
- Universal Credit;
- Income Based Jobseeker's Allowance;
- Child tax credit with proof that annual income does not exceed £16,190 per year and the parent is not entitled to Working Tax Credit;
- Guaranteed element of State Pension Credit;
- Support under PART IV of the Immigration and Asylum Act 1999;
- Employment and Support Allowance (income-related based allowance).

### Option C3

If a family do not qualify for a 'Fully Funded Place' under criteria C2 but feel that they may qualify under the school's 'Vulnerable Children and Families' criteria, places are allocated at the discretion of the Head teacher and families will need to provide evidence of their possible eligibility.

**Please Note: Families will need to provide proof of eligibility for a 'Fully Funded Place' at the time of acceptance and again before the child commences Nursery in September. Until proof of eligibility has been received, you will be charge a weekly fee of £50. This may be refunded once eligibility has been confirmed.**

A free hot school lunch is provided for children each day if the child is eligible for Free School Meals. Alternatively, parents and carers may purchase a hot school lunch for their child at the cost of **£2.10** per day or provide a healthy packed lunch.

## **OFFERING AND ACCEPTING NURSERY PLACES**

For 2019/20, places will begin to be offered during May. The offer letter will include an acceptance form which needs to be signed and returned to the school by parents/carers within two weeks of the date of the offer letter.

### **Operation of waiting lists**

The Academy will operate a waiting list for each primary year group. Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in Millbank Academy's waiting list for the relevant year group. The waiting list will operate until the end of the school year.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Equality**

At Millbank Academy, we are committed to ensuring equality of education and opportunity for all children, irrespective of race, gender, disability, faith or socio-economic background. We ensure the 9 characteristics identified in the Equality Act 2010 are protected.

Our admissions arrangements are fair and transparent, and do not discriminate on the grounds of race, gender, disability or socio-economic factors.

### **Fraudulent Applications**

The Local Authority takes very seriously any attempt to obtain a school place by fraud. All cases are fully investigated. If the school finds that a Nursery place was obtained using a false address, the offer will be withdrawn, even after the child has started the school, and will be re-offered to a child who was legitimately entitled to the place.

If for any reason the offer is not withdrawn, occasionally when a child has been on roll for more than one term, any future sibling priority will cease to apply.

### **Use of Data**

All personal information is handled in line with Data Protection principles. A full copy of our Data Protection and Freedom of Information Policy is available on the school's website.

## **March 2019**